

## MINUTES

University Joint Occupational Health and Safety Committee Meeting  
KCIC Seminar Room  
Wednesday February 17th, 2016  
10:00 – 11:30 a.m.

**Present:** Garry McIver, Coordinator, Purchasing Services, Bus Office, Administration Rep  
Ann Myers, Cataloguing, Vaughan Memorial Library, SEIU Rep  
Marcel Falkenham, Director of Facilities  
Eveline DeSchiffart, Executive Assistant, Acadia Divinity College  
Teri Gullon, Instructor, Chemistry, AUFA Rep  
Judy Noel Walsh, Manager, Scholarships and Financial Assistance, AUPAT Rep  
James Sanford, Senior Director, Student Affairs, Administration Rep  
Derek Parker, General Manager, Physical Plant  
Richard Johnson, Coordinator, Facilities and Operation, Administration Rep  
Greg Deveau, Manager, Technology Consulting, Tech Services, AUPAT Rep  
Matthew Guy, Manager, Residence Life  
Keith Wilson, Safety and Security  
Julie Orr, ASU  
Rosie Hare, Executive Assistant, Office of VP Administration and Finance

**Regrets:** Sue Conlan, Instructor, Nutrition, AUFA Rep  
Patrick Difford, Operations Manager, Safety and Security  
Jay Rees, Occupational Health and Safety Officer, Sodexo  
Christine Moreau, ASU Equity Officer

### 1. Call to Order:

The meeting was called to order by Garry McIver at 10.04 a.m. Introductions were made and Garry noted that there was quorum at that time.

### 2. Approval of Minutes of January 20<sup>th</sup>, 2016. Moved by Teri, seconded by Greg.

**Past minutes approved.**

### 3. Approval of the Agenda.

**Agenda approved.**

### 4. Business arising from previous minutes:

- Review of actions from past minutes:
  - Teri reported that the storage cabinets in the Chemistry labs had now all been inspected and that she had found them to be in a better state of repair than had been expected. The one cabinet in disrepair had now been replaced. Teri will be speaking to Marcel about small repairs to the remaining cabinets.

- Richard reported that repairs to the sloping floor in the women's change area had now been completed. Richard had received one complaint of a slip since the repair was completed which came from an employee. Derek stated that a permanent sealant had been applied.

## 5. New Business

Garry voiced concern that there was still no indication that the OH&S Officer position would be filled. The JOHSC was losing visibility as time went on and without leadership from an OH&S Officer there were a lack of items to bring to the meetings. It was pointed out that Mike Carter left a number of projects and directions as to how to move forward, and that much of that was now finishing.

Derek pointed out that the WHMIS regulations had changed and that new training was required. Sodexo was in the process of re-training all of their staff.

Greg asked about First Aid and how well it was disbursed across the campus at the moment. Richard asked how he might request that First Aid courses be offered for his staff and also wondered whether there was a budget for the above.

Marcel joined the meeting.

Richard wanted to offer First Aid for his staff and it was suggested that he speak first to Sue Conlan as she had arranged a large session in the fall.

Greg felt that the Employer should cover the cost of training and that a higher level than Emergency First Aid should be offered to some units on campus.

**ACTION: It was agreed that the first aid item would be put on the agenda for next month but that before that time a sub-committee be formed to look at first aid on campus. The committee will bring feedback to the next JOHSC meeting. The sub-committee will comprise of:**  
**Richard Johnson**  
**Greg Deveau**  
**Garry McIver**  
**Derek Parker**  
**Julie Orr**  
**Sue Conlan**

Items that were in progress when Mike Carter left, such as the Workplace Violence Risk Assessment, were discussed.

**ACTION: Motion that items left by Mike Carter be discussed at the next JOHSC meeting and that a 'to do' list be brought to the meeting. Moved by Greg, seconded by Richard.**

**Motion Approved.**

As Marcel was now present the committee returned to discussion of item 4) **Business Arising from Previous Minutes:**

#### Update on Asbestos Management Plan

- Marcel informed the committee that he was continuing to work on this.
- Progress had been made on the air quality issues in Elliot Hall. Marcel stated that the fans operate wide open but that by-pass dampers open and close. During the investigation it was found that in the past these opened about 50-60% of the time but that in November they had become closed.

Marcel reported that *Super Clean* had been brought in to clean the coils and that they were now running open 70% of the time. He also indicated that CBCL would visit and carry out an investigation of the ventilation systems in Elliot Hall during the next week. Marcel would suggest to them that the level of suction be increased, but also noted that the system is currently operating as designed.

Teri pointed out that there were still odd odours on the second floor occasionally and requested information from Marcel about the location of the air intake outside the building.

Marcel provided a detailed explanation of the way in which the fume hood exhaust and the air circulation worked in the building and noted that CBCL would investigate fully. Smells did pass vertically from a second floor lab up to a third floor lab at times.

## 6. Occurrences and Hazards Reports

Garry reported that there had been two slip and falls recently. One was a fall down the stairs in BAC and the other a fall outside on January 29<sup>th</sup>, 2016, by an employee. Garry was waiting to see whether a claim would be made and preparing information for that possibility. He noted that Sodexo had been very helpful in providing information about the outside conditions at the time.

Keith Wilson stated that any number of reports that were drafted by Safety and Security staff when patrolling the campus would never be seen by the JOHSC. These tended to be forwarded to the person most relevant to address the problem: often Derek, Marcel or a Building Manager

**ACTION: It was agreed that Safety and Security should forward all reports to Garry McIver and that any sensitive information would first be removed.**

Teri reported that a mold issue had existed in Lab 118 underneath a sink. This was the result of a constant drip and necessitated the complete bench being replaced. She noted that there was also a leak in Office 109 from steam and condensation coming from a pipe in a classroom. Teri pointed out that any time the water was disconnected she needed to contact everyone in advance.

**ACTION: Marcel will follow up on the steam and condensation issue in Elliot 109.**

## 7. Summary of Actions and Results Timetable arising from this meeting:

**ACTION:** It was agreed that the first aid item would be put on the agenda for next month but that before that time a sub-committee be formed to look at first aid on campus. The committee will bring feedback to the next JOHSC meeting. The sub-committee will comprise of:

**Richard Johnson  
Greg Deveau  
Garry Mclver  
Derek Parker  
Julie Orr  
Sue Conlan**

**ACTION:** Motion that items left by Mike Carter be discussed at the next JOHSC meeting and that a 'to do' list be brought to the meeting. Moved by Greg, seconded by Richard.

**ACTION:** It was agreed that Safety and Security should forward all reports to Garry Mclver and that any sensitive information would first be removed.

**ACTION:** Marcel will follow up on the steam and condensation issue in Elliot 109.

## **8. Schedule Upcoming Meetings**

The March meeting will be held on Wednesday 23<sup>rd</sup> March, 2016 from 9:30 – 11:00 a.m. The meeting will be held in the KCIC Seminar Room.

The April meeting will be held on Wednesday April 20<sup>th</sup>, 2016 from 9:30 – 11:00 a.m. The meeting will be held in the KCIC Seminar Room.

The May meeting will be held on Wednesday May 18<sup>th</sup>, 2016 from 9:30 – 11:00 a.m. The meeting will be held in the KCIC Seminar Room.

A meeting request invitation will be sent with the minutes.

There being no further business, the meeting was adjourned at 11:00 a.m.

\_\_\_\_\_  
Garry Mclver, Co-Chair

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Date

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Sue Conlan, Co-Chair

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Date